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ABSTRACT

Prepared under contract with the International Council on Archives (ICA), this study is designed to provide archivists, records managers, and other interested professionals with both a reference and planning tool in the area of methods, norms and standards. The study is based on responses to a questionnaire which was submitted to selected categories of ICA members. Fifty replies, including seven nil replies, were received. The study background, methodology, and purpose are discussed; and an analysis of questionnaire replies is provided by topic: (1) National Standards on Matters of Concern Both to Records Management and to Archives Administration; (2) Standards on Records Management; and (3) Standards on Archives Administration. The Directory of National Standards includes listings of the standards of 32 countries, listed by country, as well as RAMP (Records and Archives Management Programme) studies and guidelines and related documents, other UNESCO (United Nations Educational, Scientific, and Cultural Organization) publications, and ICA publications. An index to the standards is provided; and the questionnaire, the cover letter, and a listing of respondents to the questionnaire are appended. (KM)

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Directory of national standards relating to archives administration and records management: a RAMP study

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Paris, 1986

DIRECTORY OF NATIONAL STANDARDS
RELATING TO ARCHIVES ADMINISTRATION
AND RECORDS MANAGEMENT: A RAMP STUDY

prepared
by Michael Roper

General Information Programme and UNISIST
United Nations Educational, Scientific and Cultural Organization

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PREFACE

In order to assist in meeting the needs of Member States, particularly developing countries, in the specialized areas of Archives Administration and Records Management, the Division of the General Information Programme has developed a long-term Records and Archives Management Programme - RAMP.

The basic elements of RAMP reflect and contribute to the overall themes of the General Information Programme. RAMP thus includes projects, studies and other activities intended to:

develop standards, rules, methods and other normative tools for the processing and transfer of specialized information and the creation of compatible information systems;

enable developing countries to set up their own data bases and to have access to those now in existence throughout the world, so as to increase the exchange and flow of information through the application of modern technologies;

promote the development of specialized regional information networks;

contribute to the harmonious development of compatible international information services and systems;

set up national information systems and improve the various components of these systems;

formulate development policies and plans in this field;

train information specialists and users and develop the national and regional potential for education and training in the information sciences, library science and archives administration.

The purpose of this study, which was prepared under contract with the International Council on Archives, is to provide archivists, records managers, and other interested professionals with both a reference and planning tool in the important area of methods, norms and standards. This directory supplements an earlier study of the applicability of international standards to archival and records management programmes and activities. The two studies should be of value to archivists and records managers in industrialized as well as those in developing countries.

Comments and suggestions regarding the study are welcomed and should be addressed to the Division of the General Information Programme, Unesco, 7 place de Fontenoy, 75700 Paris, France. Other studies prepared as part of the RAMP programme may also be obtained at the same address.

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1. INTRODUCTION

1.1 Background

The development of standards for application in the several areas of archives administration and records management has been the active concern of UNESCO and the International Council on Archives for the past decade. A meeting of experts was convened by UNESCO at Bari in 1979 to draw up a list of desirable standards and guidelines for archives administration and records management and to recommend priorities. (Its proposals are summarised in 3.33.8 below, paras 32-37.) In 1982 UNESCO published as part of the RAMP programme a study by J B Rhoads of the applicability of UNISIST guidelines and ISO international standards to archives and records management (see 3.33.6 below). The recommendations of the Bari consultation and of the Rhoads study were considered at the second expert consultation on RAMP in June 1982, which endorsed the preparation of studies, guidelines, norms and standards recommended by the Bari consultation, taking into account the more detailed recommendations of the Rhoads study (3.33.8 below Recommendations 8(13)-(15)). Many such studies and guidelines have already been undertaken within the RAMP programme. Among the studies recommended by RAMP II was one calling for the collection, dissemination and keeping up-to-date of a corpus of national standards relevant to records and archives management. This study is intended to form the basis of such a corpus.

1.2 Scope

In the context of this study "standards" has been taken to include not only formal national standards issued by national standards organisations, but also norms, guidelines, instructions and recommended practices prescribed in national legislation and regulations or issued by the central archival directorate or national archival institution, by the national archival association or by any other national institution or organisation which has a leading role in respect of a particular subject.

1.3 Purpose

The purpose of the study is to provide a basis for international comparisons which may be used by those commissioned by UNESCO or ICA to prepare guidelines within the framework of the RAMP programme or more generally within the work programmes of the technical committees of ICA, and by member states which might seek to draw upon the experience of others in preparing or amending their own national standards.

1.4 Method

The study was conducted on the basis of a questionnaire in the two working languages of ICA: English and French. The questionnaire was addressed to members of ICA in categories A (but omitting state archives in federal, etc, countries) and B. A number of leading archival countries which had not responded by the deadlines were sent reminders, to which they then responded. Copies of the questionnaire and of its covering letter are to be found at Appendix I. There were a few minor clerical discrepancies between the two versions: question 1.3 (f) in the English version was correctly made 1.3 (e) in the French version and likewise 1.4 (e) was corrected to 1.4 (c); on the other hand 2.2 (c) was omitted from the French version and 2.2 (d) and (e) became 2.2 (c) and (d) respectively.

1.5

Response

Fifty replies, including seven nil replies, were received, some long after the deadline indicated in the covering letter. The replies varied considerably in detail. Some merely answered "yes" or "no" to each question, without further comment; others commented only to the extent of drawing attention to relevant legislation published in Archivum; yet others provided full replies (though not always in English or French as requested) and often enclosed copies of the documents to which these referred. A list of respondents will be found at Appendix II. The documentation provided or cited is listed in Part 3 of this study. Some items have been added by the author from his own knowledge of the subject area.

1.6

General Conclusions

1.6.1

Coverage. The response indicated that there were no areas covered by the questionnaire for which no countries had standards (as defined in 1.2 above), but that such standards were less common (ten or fewer "yes" replies) in the areas of budgets and staffing ratios, terminology, vital records programmes and inter-archival finding aids. The areas in which a large number of countries (thirty or more) had standards were defining duties, responsibilities and programmes, organisational structures, position descriptions and restrictions on access.

1.6.2

Quality. It is quite clear, moreover, that the responses were uneven not only in quantity but also in quality. In particular it would appear that some respondents have confused standards with programmes and that 'yes' responses sometimes have gone far beyond the already broad definition of standards provided in the letter covering the questionnaire (see 1.2 above) and indicate no more than that the respondent's institution is engaged in activities in the area concerned. Even where the responses cite specific documents which conform to the general definition of standards, their use for purposes of analysis and international comparison is limited by a number of factors.

1.6.2.1

Degree of centralisation. A clear distinction emerged between countries which have a national archival system embracing all levels of administration and even commercial and industrial undertakings and those where the national archives are concerned only with the records of a central or federal administration and where archives administration and records management at the provincial or state and at lower levels of local government, to say nothing of in industry and commerce, are completely independent, although they mirror central practices. Where archives are most decentralised, the national archival association often plays an important role in setting standards.

1.6.2.2

Administrative Traditions. A further distinction emerged between countries with different traditions of prescribing administrative processes. In some countries these processes are regulated by the detailed prescription of procedures and practices; in others only a general framework of central direction is provided and individual archival institutions and administrative agencies are free to develop their own procedures and practices provided that these fit within that framework and produce effective results.

- 1.6.2.3 Format. Yet another distinction which emerged was between countries with different traditions of authenticating the prescription of procedures and practices: some do so by legislation or by regulations which have the effect of legislation; others rely on centrally issued directives which are mandatory within the area of authority of the issuing agency; yet others provide guidelines which are not mandatory but which are generally accepted.
- 1.6.2.4 Validation Level. A fourth distinction which emerged among countries which rely on central directives or guidelines was between those in which these directives or guidelines were issued on its own authority by the central archival directorate or national archival institution and those in which they require validation by a parent ministry or some other superior authority.
- 1.6.3 Types of Standards. Although there appears to be some general correlation between the several distinctions noted above, the information available from the responses to the questionnaire is not sufficient for the establishment of a matrix matching administrative practices against the types of standard to which they give rise. Hence, it has not been practicable to analyse the replies into more precise categories than the following.
- 1.6.3.1 Standards Issued by National Standards Organisations. These are easy to identify from the returns but are found in only a limited number of areas, especially that of reprography.
- 1.6.3.2 Legislation and Regulations. These were cited mainly in the form of references to the volumes of Archivum which publish the texts of national archival legislation. Although it is difficult to generalise, they appear to be more often concerned to require certain processes to be undertaken or to establish and regulate the administrative machinery for effecting those processes than to set objective norms against which the results of the processes can be tested. Where they do set objective norms, the choice of this form rather than other forms of internal directives appears to be a matter of national administrative tradition rather than one of content. Hence, except where it seems especially relevant, no attempt has been made in the analysis in Part 2 to distinguish between this category and the next.
- 1.6.3.3 Internal Directives and Guidelines. Most of the authorities cited by respondents fell into this category. It includes central directives applicable to national archival institutions as branches of the public administration; central directives and guidelines issued by central archival administrations or national archival institutions or by their parent ministries irrespective of whether these have a wide national application or relate only to a central/federal administration; and directives and guidelines for internal application within a single national archival institution. It has proved impracticable in the context of this study to distinguish between these several levels of authority and between directives and guidelines, just as it has often been impracticable to distinguish this general category from legislation and regulations.

- 1.6.3.4 Archival Associations. In only three countries - Netherlands, United Kingdom and USA - were guidelines issued by national archival associations cited.

1.7 Structure of the Study

The analysis of the responses is to be found in the two parts of the study which follow. Part 2 analyses the response by topic heads as they appear in the questionnaire and in the Rhoads study. Where relevant, reference is made to the UNISIST guidelines and ISO standards noted by Rhoads and to RAMP guidelines and ICA publications which have appeared in the meantime. Where sufficient identification has been supplied by the respondents, cross references are provided to Part 3, a directory of the relevant documentation. This directory is arranged by countries and gives, where available, information on the issuing institution and date of issue. It also includes details of relevant RAMP studies and other UNESCO and ICA publications. Part 4 is an index to the topic heads in Part 2.

1.8 Use of the Study

Given the wide range of subjects covered in the study, the large quantity but uneven quality of the information provided by the respondents and the problems of language, it has not been practicable to analyse and compare in detail the contents of individual national standards. However, those seeking more specific information will often be able to derive it from the directory in Part 3 or, at least, be able to identify from the directory relevant sources of information. Copies of those sources should be available from the appropriate Category A members of ICA or, in the case of formal standards issued by national standards organisations, through the enquirer's own national standards organisation. Copies of many of the national standards, norms, guidelines, instructions and recommended practices listed in Part 3 are in the possession of the Secretary for Standardization of the International Council on Archives. Where other avenues of enquiry have proved unavailing, it may be possible to provide access to those texts.

1.9 Future Action

So that this study may be kept up to date, ICA members in Categories A and B are invited to send copies of any new or additional national standards, norms, guidelines, instructions or recommended practices to the Secretary for Standardization at the address given at the head of Appendix I or in the current ICA Directory.

2. ANALYSIS OF REPLIES BY TOPIC

2.1 National Standards on Matters of Concern both to Records Management and to Archives Administration

2.1.1 Policy, Planning and Evaluation. Rhoads (2.1.1 and 2.1.2 - references cited in this way are to paragraphs in 3.33.6 below) found that UNISIST guidelines and ISO standards in this area were not directly applicable to archives and records management. It is, however, an area in which there is a considerable, if uneven, quantity of national standards. These take the form, almost exclusively, of legislation, regulations and internal directives (often common to public administration in general and not specific to archives).

2.1.1.1 Definitions. No less than thirty five of the countries which responded to the questionnaire reported a definition of records management and archival duties, responsibilities and programmes. In almost every case the definition was contained in archival legislation or regulations - Australia (3.1.1-2), Austria (3.2.4), Belgium (3.3.1-2), Botswana (3.4.1), China (3.8.1-3), Cyprus (3.9.1), Czechoslovakia (3.10.1-4), Denmark (3.11.1), Finland (3.12.1-6), France (3.13.7), German Democratic Republic (3.14.1), Italy, Lebanon (3.20.2), Netherlands (3.21.1), Philippines, Poland (3.24.1), Senegal (3.25.1), Sweden (3.28.1), USSR (3.29.1), United Kingdom (3.30.1), USA (3.31.5) and Zimbabwe (3.32.1). Definitions were contained in directives issued by the national archival authority or by a superior governmental agency in the case of Barbados, Canada (3.6.27), Federal Republic of Germany (3.15.1-2), Israel (3.16.1) and Jamaica. Papua New Guinea reported an informal definition. Angola, Malawi, Portugal, Singapore, Sudan, Swaziland and Zambia did not specify the nature of their definitions.

2.1.1.2 Structure and Role of National Archives. Thirty one countries reported standards relating to the organisational structure and role of the national archive system within the public administration. Again these mainly took the form of legislation or regulations - Australia (3.1.1-2: only in respect of its role within public administration), Austria (3.2.4-5), Botswana (3.4.1), Brazil (3.5.1-3), Canada (3.6.27), China, Cyprus (3.9.1), Czechoslovakia (3.10.1-4), Denmark (3.11.1), Finland (3.12.1-6), France (3.13.7), German Democratic Republic, Federal Republic of Germany (3.15.3: draft), Israel (3.16.2), Italy, Lebanon, Netherlands (3.21.1), Philippines, Poland (3.24.1), Senegal (3.25.1), Sweden (3.28.1), USSR (3.29.1) and Zimbabwe (3.32.1). Internal directives were reported by Barbados and Jamaica. The returns for Malawi, Portugal, Sierra Leone, Singapore and Sudan did not specify the medium for their standards in this area.

A second RAMP study by Rhoads (3.33.13) examines the role of archives and records management in national information systems. See also an earlier Unesco study (3.34.2).

2.1.1.3 Internal Structures. Far fewer countries possess standards for the internal structures of archival institutions, and in only a small proportion of these is the structure defined by legislation or regulations - Belgium (3.3.1), Brazil (3.5.4-5), Cyprus (3.9.1), Finland (3.12.5), Italy, Lebanon (3.20.2) and Sweden (3.28.1). Elsewhere the media (when specified) were less formal internal directives or plans - Australia, Czechoslovakia (3.10.6-9), German Democratic Republic, Federal Republic of Germany (3.15.4-5), Jamaica, Papua New Guinea and Poland. The medium was unspecified by Angola, Austria, Malawi, Philippines, Portugal, Singapore, Sudan and Zambia.

2.1.1.4 Planning and Evaluation. Only thirteen countries responded in the affirmative to the question about standards for planning and evaluation of archival and records management systems, services and programmes. Most of these responses appeared to relate to standards concerned with the formal procedures for making or authorising plans and reports, often as set out in legislation, regulations or internal directives - Czechoslovakia, Finland (3.12.4, 3.12.9, 3.12.11), Italy, Lebanon, Poland (3.24.2) and USA (3.31.5) - or were not specific - Jamaica, Malawi, Philippines, Sierra Leone, Singapore and Sudan. The only country to report standards comparable to the UNISIST guidelines on planning and evaluating information systems (Rhoads, 2.1.1) was Denmark (3.11.2), which has produced a manual on the subject.

A RAMP study by Evans and Ketelaar (3.33.9) provides a guide for surveying archival and records management systems and services. Another study by Van Laar (3.33.21) examines the status of archives and records management systems and services in Africa.

2.1.1.5 Capital Investment and Operating Budgets. Although nine countries responded in the affirmative to the question about standards for the computation of capital investment and operating budgets - Cyprus, Czechoslovakia, Italy, Jamaica, Philippines, Poland, Portugal, Sierra Leone and Singapore - it is clear that the replies related to procedures for preparing and authorising budgets and not to objective standards in which statistical parameters are used as guides in assessing the appropriate provision to be made under the various heads of the budget.

2.1.1.6 Staffing Ratios. The question on standards for staffing ratios provided the lowest number of affirmative answers: four - Czechoslovakia, Philippines, Portugal and Sudan. Again, so far as one can tell from the meagre details provided with the answers, these relate to procedures for authorising staff complements, rather than to statistical standards for assessing complements and the ratios within those complements of professional, para-professional, technical, clerical and manual staff. Two nil replies were of interest: France reported that cumulated staff statistics were maintained and Italy reported the existence of general legislation and regulations relating to organigrammes.

2.1.1.7 Periodical Reports. Sixteen countries replied that they had standards for the type, form and content of periodical reports, either internal or external - Angola, Costa Rica, Denmark, France (3.13.8), Federal Republic of Germany, Israel, Italy, Malawi, Philippines, Poland (3.24.2), Portugal, Senegal, Singapore, Sudan, Sweden and United Kingdom. However, with two exceptions, the replies appeared to mean no more than that such reports were produced, often in response to a legislative requirement. In this respect the affirmative replies appeared to be no different from several of the nil replies which were annotated to record the existence of periodical reports but absence of standards for their compilation. The two exceptions were France, which reported a standard questionnaire for collecting information from archives departementales for the annual report of the Direction des Archives de France, and the United Kingdom, where there is a standard annual statistical enquiry about the maintenance, appraisal and disposal of current and semi-current records in central government agencies.

At the international level there now exists a standard form for reporting national archival statistics and this was used as a model by UNESCO for its statistical enquiry of 1982. No reference was made to this enquiry in any of the replies to the questionnaire.

2.1.2 Staffing and Education, Training and Development of Personnel

2.1.2.1 Position Descriptions. The level of response to this question was high, no fewer than thirty affirmative replies being received. However, the nature of the standards varied considerably, largely in relation to the nature of the national archival system. Where that system reaches all levels of administration, as in Brazil (3.5.6-8), Finland (3.12.5, 3.12.12-13), German Democratic Republic, Italy, Poland (3.24.3) and USSR (3.29.2-3), regulations or directives define the several levels of archival and records management competency in a way which enables the holders of specific posts to be allocated to their appropriate levels; others, such as Belgium and France (3.13.2), define archival posts and restrict appointments to these to a limited number of specially qualified personnel. Elsewhere formalised position descriptions apply only to a single national archival institution - Botswana (3.4.2), Cyprus (Director only), Federal Republic of Germany (3.15.5) and Jamaica; or are used for internal purposes, such as recruitment, job evaluation, integration of archival personnel structures within a general public administration staff classification - Czechoslovakia, Denmark, Israel, United Kingdom, USA (3.31.6) and Zimbabwe. In addition the following countries reported position descriptions but did not provide sufficient information for these to be included in any of the above categories: Angola, Barbados, Costa Rica, Malawi, Papua New Guinea, Philippines, Portugal, Senegal, Sierra Leone, Singapore, Spain and Sudan.

Recent RAMP studies examine the status of archivists in relation to other professionals in the public service in Africa (3.33.20) and Latin America (3.33.26).

2.1.2.2 Curricula for Training Archivists and Records Managers. The replies to the questionnaire suggest that this is an area to which many countries are devoting a considerable amount of effort. For some of those countries the curricula for training archivists are set out in legislation, regulations or internal directives issued by the national archives or some other central agency - Austria (3.2.6-7), Botswana (3.4.2), China (3.8.6), Czechoslovakia, Finland (3.12.14-15), France (3.13.4), Federal Republic of Germany (3.15.6), Israel (records managers only), Italy, Lebanon (3.20.2), Netherlands (3.21.1), Poland, Senegal, USSR (3.29.2-3) and USA (3.31.7). In a number of countries training courses for archivists are provided by universities, which determine their own curricula - Israel, Poland (as an alternative to the training provided within the national archival system) and United Kingdom. In the last country the national professional archival association (Society of Archivists) runs its own correspondence course and has recently introduced a scheme for validating the university courses to ensure that their curricula remain up-to-date in content and coverage. Countries which reported curricula, but without providing specific details, were Angola, Costa Rica (including records management), German Democratic Republic, Malawi, Philippines, Sierra Leone, Singapore, Spain, Sudan and Zambia.

Rhoads (2.2.1 and 2.2.2) noted five UNISIST guidelines relating to the training of information personnel, although none were directly relevant to archival training. Since the appearance of his study, a considerable amount of work has been done on investigating the possibility of harmonising the training of archivists with that of other information professionals (3.33.1, 3.33.2) and a model curriculum has been developed (3.33.7). A model curriculum for the education and training of archivists in automation has also been developed (3.33.25).

2.1.2.3 Training of Non-Archivists. Rather fewer countries have standards for the training of non-archivists, including specialists employed in archives, technical staff, para-professionals and clerical staff. In a number of countries the training of non-archivists is governed by regulations or internal directives, often relating to all comparable government employees - Austria (3.2.8), Finland (3.12.14-15), Italy, Lebanon (3.20.2), Poland (3.24.4-5) and USA (3.31.7). In other countries the arrangements appear to be less formal and to relate specifically to non-archivists within the national archival institutions - Australia (3.1.3: conservators only) and Botswana (3.4.3: para-professionals only). Again the United Kingdom is unusual in that its Society of Archivists sets out the curriculum for the in-service training of conservators, examines candidates who have completed a course of approved training and awards qualifications to those who have been successful; it is also about to introduce a scheme of training for archival assistants which can be followed independently in any archival institution and will not lead to any formal qualification. Other countries which replied in the affirmative to this question were Angola, Costa Rica, France, Jamaica, Malawi, Philippines, Sierra Leone, Singapore, Spain and Sudan.

A model curriculum has been developed within the RAMP programme for the training of specialists in document preservation and restoration (3.33.15).

- 2.1.3 Reprography. Rhoads noted a large number of ISO standards relating to reprography which were relevant to archives (2.3.1 and 2.3.2). These remain relevant, except that ISO 2803-1974 has now been largely superseded by two new standards relating to the processing of microforms and a third (still in draft) relating to their storage -

Photography - Processed photographic film for archival records - Silver-gelatin type on cellulose ester base - Specifications (ISO 4331-1977)

Photography - Processed photographic film for archival records - Silver-gelatin type on poly(ethylene terephthalate) base - Specifications (ISO 4332-1977)

Photography - Processed Safety Photographic Film - Storage Practices (ISO/DIS 5466)

Certain additional standards in this area may also be relevant. A list is available in the current issue of the ISO Catalogue under TC 42 and TC 171. A report of a survey of national reprographic standards will also be found in ICA Microfilm Committee Bulletin, No 9 (1981). ICA participates in the work of TC 171. A RAMP study has provided guidelines for the establishment of an archival reprographic service (3.33.17B).

- 2.1.3.1 Specifications, Characteristics and Testing of Microforms. Twenty one countries have standards which relate to this area, especially to the processing and storage of microforms. Where detailed references have been provided, they are to standards issued by the national standards organisation, often related to ISO models - Canada (3.6.1-10), Czechoslovakia (3.10.10), Federal Republic of Germany, Japan (3.19.1), Poland, United Kingdom (3.30.2) and USA (3.31.8); or to standards issued by the national standards organisation of other countries - Australia (ANSI) and Austria (DIN). In other countries standards are laid down by regulations or internal directives - Denmark (3.11.4), Finland, Italy, Lebanon and Sweden. Other countries reporting standards in this area were Barbados, Costa Rica, German Democratic Republic, Philippines, Singapore, Spain and Zambia.

- 2.1.3.2 Reprographic Operations. Twenty four countries have standards relating to reprographic operations. The pattern of replies was similar to that for the previous question. Standards issued by national standards organisations were reported in Australia (ANSI and NMA), Austria (3.2.1), Czechoslovakia (3.10.10), Japan (3.19.2), Poland, USSR (3.29.4-5), United Kingdom (3.30.6) and USA (3.31.8); regulations or internal directives or guidelines in Denmark (3.11.4), Finland, Federal Republic of Germany (3.15.7-8), Italy, Jamaica, Lebanon and Sweden. The media are not specified for Barbados, Costa Rica, German Democratic Republic, Malawi, Philippines, Portugal, Singapore, Spain, Sudan and Zambia.

2.1.3.3 Equipment of Reprographic Workshops. Only twelve countries reported standards for the equipment of reprographic workshops. Of these only Austria (3.2.2), United Kingdom (3.30.6) and USA (3.31.8) reported standards issued by the national standards organisation; in Federal Republic of Germany, Italy and Lebanon the standards were laid down by regulations or internal directives or guidelines. Unspecified standards were reported by Costa Rica, German Democratic Republic, Philippines, Portugal, Singapore, Spain and Zambia.

2.1.3.4 Legal Validity of Microforms. Eighteen countries reported standards for ensuring the legal validity and acceptability of microforms. Of these Canada (3.6.10), Czechoslovakia (3.10.10), USSR and United Kingdom (3.30.5) have relevant standards issued by the national standards organisation; in Finland (3.12.16-17), German Democratic Republic (3.14.4), Federal Republic of Germany (3.15.9), Israel, Italy, Japan (3.19.3), Lebanon, Papua New Guinea (3.22.1-2) and USA (3.31.8) standards are laid down by legislation, regulations or internal directives or guidelines. Standards were also reported by Costa Rica, Philippines, Portugal, Singapore and Spain.

A working group of the International Organisation for Standardization (ISO/TC 171/WG 10) is currently studying this problem and working towards a recommended series of procedures which will enable confidence to be reposed in microform copies of documents in those countries whose legal systems permit the introduction in evidence of copies which can be authenticated. An earlier RAMP study examined the admissibility in various countries of microforms as evidence (3.33.3).

2.1.3.5 Selection of Office Copying Machines. Eleven countries reported standards in this area, but only one - France - cited standards issued by the national standards organisation. Four countries reported standards laid down by regulations or internal directives or guidelines - Finland, Italy, Lebanon and Sweden (3.28.3). Other countries reporting standards without specifying their nature were Costa Rica, Malawi, Philippines, Portugal, Spain and Sudan.

2.1.4 Publications. This is another area in which a large number of UNISIST guidelines and ISO standards were noted by Rhoads (2.4.1 and 2.4.2) as being relevant to archival operations, although they were not addressed primarily to the problems of archival publications.

2.1.4.1 Indexes. Seventeen countries reported standards for the construction and ordering of indexes. Of these only four - Czechoslovakia (3.10.11), Federal Republic of Germany (3.15.10), Sweden and United Kingdom (3.30.8, 3.30.13) - reported standards issued by the national standards organisation. Botswana cited its national archival legislation (3.4.1) and five countries - Austria, France, Italy, Lebanon and USSR (3.29.6-10) - reported internal regulations, directives or prescribed practices. Countries reporting standards but without specifying the type were Angola, Costa Rica, Malawi, Netherlands Antilles, Philippines, Portugal, Singapore and Spain.

2.1.4.2 Citations of Documents. Rather more (twenty one) countries reported standards for the citation of documentary materials. Again only three reported standards issued by the national standards organisation: Czechoslovakia (3.10.11), Sweden and United Kingdom (3.30.7). Botswana (3.4.1) and Japan (3.19.4) cited legislation and seven countries cited regulations or internal directives or guidelines - Australia, Austria (3.2.9), Canada (3.6.11), Italy, Lebanon, USSR (3.29.6-10) and USA (3.31.9). Countries reporting standards but not supplying details were Angola, Costa Rica, Israel, Malawi, Netherlands Antilles, Philippines, Portugal, Spain and Sudan.

2.1.4.3 Policies and Priorities. Only thirteen countries reported standards for publications policies and priorities. Botswana again cited its archival legislation (3.4.1) and five countries reported internal directives or programmes: Czechoslovakia, France, Lebanon, Papua New Guinea and USA (3.31.10). Countries which were not specific in their affirmative answers were Costa Rica, Malawi, Netherlands Antilles, Philippines, Portugal, Spain and Sudan.

2.1.5 Standards Development and Evaluation. Rhoads (2.5.1 and 2.5.2) noted one UNISIST publication on the methodology of testing and evaluating standards which might be applied in archives.

Thirteen countries reported standards or procedures in this area. Two countries, Sweden and United Kingdom, mentioned their involvement in the work of their national standards organisations; three reported relevant legislation or regulations - Australia (3.1.1), France and Italy; USSR (3.29.11-13) reported relevant rules and instructions; and USA reported internal procedures for developing and evaluating standards. Countries which were not specific in their affirmative replies were Angola, Costa Rica, Malawi, Philippines, Singapore and Spain.

A number of national archival institutions are collaborating with ICA in the evaluation of RAMP guidelines.

2.1.6 Terminology. Rhoads (2.6.1 and 2.6.2) noted a number of ISO standards in the field of terminology which were relevant to archives, especially the several parts of ISO 5127, which were then available only as drafts for comment. Some of these parts (ISO 5127/1-1983, ISO 5127/2-1983, ISO 5127/3A-1981, ISO 5127/6-1983 and ISO 5127/11-1983) have now appeared; others are in an advanced state of preparation for final issue; and further drafts are being prepared. ICA participates in the work of the ISO technical committee (ISO/TC 46/SC 3) primarily concerned in this work. In addition ICA has recently published its own multilingual Dictionary of Archival Terminology (3.35.3) in English and French with equivalents in Dutch, German, Italian, Russian and Spanish, and its Automation Committee has produced a glossary of Elementary Terms in Archival Automation (3.35.5) in English, French, German and Spanish. In addition ICA's Restoration and Conservation Committee has a provisional conservation glossary ready for publication.

At the national level ten countries reported standard terminologies. Of these only three countries - Sweden, USSR (3.29.14) and United Kingdom (3.30.9) - reported standards issued by national standards organisations. German Democratic Republic (3.14.5) and Poland (3.24.6) cited standard terminologies issued by the national archival authorities and the Netherlands a guide prepared by the national archival association. The remaining countries which provided affirmative answers - Angola, Costa Rica, Singapore and Spain - did not specify the source or nature of their terminologies.

2.2 Standards on Records Management.

The questionnaire asked respondents to complete this section even if it, or some of the subjects dealt with in it, were not the responsibility of the central archival directorate or national archival institution; in such cases respondents were asked to ascertain from the body responsible whether standards exist and to answer accordingly. It is not clear how far the low level of response to the questions in this section indicates the absence of national standards or merely, this request having been ignored, the lack of authority of the respondents.

For a survey of European records management standards and practices generally see also the forthcoming proceedings of the European Conference on the Creation, Maintenance and Use of Contemporary Records held in Budapest in April 1985.

2.2.1 Records Creation. In this area Rhoads (3.1.1 and 3.1.2) noted only one relevant ISO standard - ISO 216-1975 relating to the sizes of paper for writing and printing.

2.2.1.1 Quality of Materials. Only twelve countries have standards for the quality of materials used in the creation of records. In four countries - Austria (3.2.3), Finland (3.12.18-19), Federal Republic of Germany and Japan (3.19.5) - the national standards organisations have produced standards which relate to some qualities of some materials used in records creation. In six other countries there are standards laid down by legislation, regulations or internal directives or guidelines - Botswana, Denmark (3.11.5), Italy, Lebanon, Sweden (3.28.3) and USA (3.31.1-5). Costa Rica and Spain also reported standards in this area.

A more detailed RAMP study of standards for the qualities of paper and ink used in records creation is in preparation.

2.2.1.2 Preparation of Records. Considerably more (twenty) countries have standards for the preparation of various record types (eg correspondence, reports, directives, forms, technical manuals). Of these only two - Czechoslovakia (3.10.12) and German Democratic Republic (3.14.6-7) - reported relevant standards issued by the national standards organisations. Most countries which indicated the nature of the standards reported regulations, internal directives or guidelines - Australia (3.1.4), Austria (3.2.10), Botswana, Brazil (3.5.9-10), Finland, Federal Republic of Germany (3.15.1-2, 3.15.11), Italy, Japan (3.19.6), Poland, USSR (3.29.15), USA (3.31.5) and Zimbabwe. Other affirmative replies were received from Costa Rica, Netherlands Antilles, Philippines, Swaziland, Sweden and Zambia.

2.2.1.3 Automation of Records Creation. Only ten countries reported the existence of standards for the application of automated techniques to records creation. In all the cases where details of the standards were provided, these took the form of regulations or internal directives - Austria (3.2.11), Botswana, Denmark (3.11.3), Italy, Sweden (3.28.2), USSR (3.29.15) and USA (3.31.5). Unspecified standards were reported by Australia, Philippines and Spain.

Guidelines for the administration of machine-readable records have been prepared by the ICA Automation Committee (3.35.4).

2.2.1.4 Reprography in Records Creation. Twelve countries reported standards for the application of reprographic techniques to records creation. Of these only Czechoslovakia cited standards issued by the national standards organisation. In five countries standards were laid down by legislation, regulations or internal directives - Denmark (3.11.4), German Democratic Republic, Sweden (3.28.2), USSR (3.29.15) and USA (3.31.5). Standards were also reported by Costa Rica, Netherlands Antilles, Philippines, Portugal, Spain and Zambia.

2.2.2 Records Maintenance and Use. The ISO standards noted by Rhoads (3.2.1 and 3.2.2) as of relevance to records management applications were all in the area of automated information processing.

2.2.2.1 Filing Systems. Twenty countries reported standards for the development, equipment and management of filing systems (including information storage and retrieval systems, both manual and automated). In the majority of cases these standards took the form of regulations or internal directives or guidelines - Botswana, Canada (3.6.25, 3.6.27), Cyprus, Czechoslovakia, Denmark (3.11.2), France (3.13.1), German Democratic Republic (3.14.8), Italy, Jamaica, Poland (3.24.7), USSR (3.29.15), United Kingdom (3.30.15) and USA (3.31.5). Other countries reporting standards were Costa Rica, Malawi, Netherlands Antilles, Philippines, Spain, Swaziland and Zambia.

2.2.2.2 Mail and Telecommunications Management. Sixteen countries reported standards for mail and telecommunications management and, again, the majority took the form of regulations or internal directives or guidelines - Austria (3.2.10), Belgium, Canada (3.6.20, 3.6.27), Cyprus, Czechoslovakia, Finland (3.12.25), Italy, Jamaica, Lebanon, Poland (3.24.7), USSR (3.29.15) and USA (3.31.5). Unspecified standards were reported by Costa Rica, Malawi, Philippines and Zambia.

2.2.2.3 Management of Office Copying Machines. Since this question was omitted from the French version of the questionnaire, the receipt of only five affirmative responses may not be significant of the real extent of the lack of standards for the management of office copying machines. Of the replies to the English version Botswana and USA reported regulations or internal directives; the remainder - Malawi, Philippines and Zambia were not specific.

2.2.2.4 Storage Conditions. Thirteen countries reported standards for storage conditions outside archives and records centres. In all the cases where the nature of the standards were reported, they were laid down by legislation, regulations or internal directives - Australia (3.1.1), Denmark (3.11.6), France, Italy, Lebanon, Poland, Sweden (3.28.2), USSR (3.29.15) and USA (3.31.5). Other countries reporting standards were Costa Rica, Philippines and Spain.

- 2.2.2.5 Records Centres. Twelve countries reported standards for the design, organisation, equipment and operation of records centres. In almost all cases the standards were laid down in legislation, regulations or internal directives - Botswana (3.4.1), Canada (3.6.17-19), Czechoslovakia, France, German Democratic Republic (3.14.3), Jamaica, Lebanon, USSR (3.29.15) and USA (3.31.5). Standards were also reported by Philippines, Senegal and Spain.

An early Unesco study deals with the organisation of intermediate records storage (3.34.3).

- 2.2.3 Records Disposition. No UNISIST guidelines or ISO standards were noted by Rhoads (3.3.1).

- 2.2.3.1 Records Surveys. Nineteen countries reported standards for the conduct of records surveys. Where specified, these took the form of legislation, regulations or internal directives or guidelines: Australia (3.1.5-6), Belgium, Botswana (3.4.1), Czechoslovakia (3.10.5), Denmark (3.11.1), Finland (3.12.8, 3.12.10), German Democratic Republic (3.14.3), Italy, Jamaica, Poland (3.24.8) and USA (3.31.5). Other countries reporting standards were Malawi, Philippines, Portugal, Sierra Leone, Spain, Sudan, Swaziland and Zambia.

A RAMP study provides guidelines for conducting records surveys and schedules (3.33.18).

- 2.2.3.2 Records Disposition Systems. Twenty five countries reported standards for the development and control of records disposition (disposal) systems. Again the majority of standards took the form of legislation, regulations or internal directives or guidelines - Australia (3.1.18), Botswana (3.4.1), Canada (3.6.23, 3.6.27), Czechoslovakia, Denmark (3.11.7-8), Finland (3.12.8, 3.12.10), German Democratic Republic (3.14.2), Israel (3.16.3), Italy, Jamaica, Lebanon, Papua New Guinea (in preparation), Poland (3.24.8), USSR (3.29.16-21), United Kingdom (3.30.10) and USA (3.31.5). Other countries reporting standards were Barbados, Costa Rica, France, Malawi, Philippines, Sierra Leone, Spain, Sudan and Zambia.

- 2.2.3.3 Retention and Disposition Schedules. Twenty nine countries reported standards for the preparation and retention and disposition (disposal) schedules for various categories of records (including guidance on sampling techniques) and again the majority of those standards took the form of legislation, regulations or internal directives or guidelines - Australia (3.1.7), Austria (3.2.12), Belgium, Botswana (3.4.1, 3.4.4), Canada (3.6.21, 3.6.27), Canada (Quebec), China (3.8.4), Czechoslovakia, Denmark (3.11.7-8), Finland (3.12.8, 3.12.10), German Democratic Republic, Israel (3.16.3), Lebanon, Papua New Guinea (in preparation), Poland (3.24.8), Sweden (3.28.1), USSR (3.29.16-21), United Kingdom (3.30.10) and USA (3.31.5). Standards were also reported by Barbados, Costa Rica, Malawi, Philippines, Portugal, Sierra Leone, Singapore, Sudan and Zambia.

A RAMP study examines the use of sampling techniques in the retention of records (3.33.4).

2.2.3.4 Destruction of Records. Twenty eight countries reported standards for methods of destruction of records not selected for preservation. Yet again the majority of those standards took the form of legislation, regulations or internal directives or guidelines - Australia (3.1.18), Belgium, Canada (Quebec), Cyprus (3.9.1), Denmark (3.11.7-8), Finland (3.12.8, 3.12.10), German Democratic Republic, Federal Republic of Germany (3.15.1), Israel, Italy, Lebanon, Netherlands, Poland (3.24.8), Sweden (3.28.1), USSR (3.29.16-21), United Kingdom and USA (3.31.5). Other countries reporting standards were Barbados, Costa Rica, France, Jamaica, Malawi, Philippines, Senegal, Sierra Leone, Singapore, Sudan and Zambia.

2.3 Standards on Archives Administration

2.3.1 Appraisal and Accessioning of Archives. With the exception of an ISO standard on magnetic tape labelling and file structure, of marginal relevance to the accessioning of machine readable archives, Rhoads (4.1.1. and 4.1.2) noted no international standards in this area.

2.3.1.1 Appraisal Criteria. Twenty six countries reported national standards for appraisal criteria. In the majority of cases the criteria were laid down by legislation, regulations or internal directives or guidelines - Australia (3.1.18), Austria (3.2.12), Belgium, Botswana (3.4.1), Canada (Quebec) (3.7.3), Czechoslovakia (3.10.13), Denmark (3.11.7-8), France (3.13.3), German Democratic Republic (3.14.2), Israel, Italy, Japan (3.19.7), Lebanon, Netherlands (3.21.1), Papua New Guinea, Poland (3.24.8) and United Kingdom (3.30.10). Criteria, but not the form in which they were laid down, were reported also by Costa Rica, Jamaica, Malawi, Philippines, Sierra Leone, Singapore, Spain, Sudan and Zambia.

A number of RAMP studies of archival appraisal have been prepared, covering moving images (3.33.11), machine-readable records (3.33.19), records of international organisations (3.33.22) and photographs (3.33.23).

2.3.1.2 Transfer of Records. Twenty eight countries reported standards for the physical and technical processes involved in the transfer of records from the agency of origin, or the records centre, to the archives. Again these standards mainly took the form of legislation, regulation or internal directives or guidelines - Australia (3.1.8-17: with regional variations), Botswana (3.4.5), Cyprus (3.9.1), Czechoslovakia (3.10.14), Denmark (3.11.9), German Democratic Republic (3.14.3), Federal Republic of Germany (3.15.1, 3.15.16), Israel (3.16.5), Italy, Japan (3.19.7), Lebanon, Papua New Guinea, Poland (3.24.8), Senegal (3.25.1), United Kingdom (3.30.10), USA (3.31.12) and Zimbabwe. Standards were reported also by Costa Rica, Finland, Jamaica, Malawi, Philippines, Portugal, Sierra Leone, Spain, Sudan, Swaziland and Zambia.

2.3.1.3 Transfer of Ownership and Legal Responsibility. Standards for the transfer of ownership of, and legal responsibility for, records physically transferred to the archives were reported by twenty five countries. Of these ten cited archival legislation - Australia

(3.1.1), Botswana (3.4.1), Canada (3.6.27), Canada (Quebec) (3.7.1), Federal Republic of Germany (3.15.3: draft), Jamaica (3.18.2), Netherlands (3.21.1), Poland (3.24.1), Senegal (3.25.1) and Zimbabwe (3.32.1); seven cited regulations or internal directives - Belgium, Czechoslovakia (3.10.4), German Democratic Republic, Israel, Italy, Lebanon and USA (3.31.12). The remainder did not specify the form of the standards - Costa Rica, Malawi, Netherlands Antilles, Philippines, Portugal, Spain, Sudan and Zambia.

2.3.1.4 Declassification Procedures. Twenty one countries reported standards for declassifying records. Of these standards most took the form of legislation, regulations or internal directives - Australia (3.1.19), Botswana (3.4.1), Brazil (3.5.11-12), Canada (3.6.27), Canada (Quebec) (3.7.1-2), Denmark, France, German Democratic Republic, Federal Republic of Germany, Italy, Japan, Lebanon, Poland (3.24.9), United Kingdom, USA (3.31.13-14) and Zimbabwe (3.32.1). The other countries making a positive response did not specify the form of standards - Costa Rica, Malawi, Philippines, Spain and Sudan.

2.3.1.5 Documentation of Transfers. Twenty five countries reported standards for the scheduling, registration and reporting of transfers to the archives. These standards were mostly laid down by legislation, regulations or internal directives or guidelines - Australia (3.1.1, 3.1.18), Belgium (3.3.1-2), Botswana (3.4.1), Canada (3.6.27), Czechoslovakia (3.10.16), Denmark (3.11.9), France, German Democratic Republic (3.14.3), Israel, Italy, Japan (3.19.8), Lebanon, Poland (3.24.8), Sweden (3.28.1) and USA (3.31.15). Unspecified standards were reported by Costa Rica, Jamaica, Malawi, Netherlands Antilles, Philippines, Sierra Leone, Spain, Sudan, Swaziland and Zambia.

2.3.1.6 Transfer of Finding Aids. Nineteen countries reported standards for the transfer of agency created finding aids to the archives. In eleven cases the standards took the form of legislation, regulations or internal directives or guidelines - Belgium, Canada (3.6.27), Denmark, German Democratic Republic (3.14.3), Federal Republic of Germany, Israel, Italy, Lebanon, Netherlands (3.21.1), Poland (3.24.8), Sweden (3.28.1-2) and USA (3.31.15). Standards were reported also by Costa Rica, Jamaica, Malawi, Philippines, Sierra Leone, Spain, Sudan, Swaziland and Zambia.

2.3.1.7 Restrictions on Access to Official Records. This question (together with that on the definition of records management and archival duties, responsibilities and programmes - see 2.1.1.1) produced the highest positive response with thirty five countries reporting standards for the restriction on access to official records. In seventeen countries the standards were laid down by legislation or regulations (often reinforced by internal directives) - Australia (3.1.1, 3.1.19), Austria, Botswana (3.4.1), Brazil (3.5.12), Canada (3.6.15), Canada (Quebec) (3.7.1-2), Cyprus (3.9.1), Denmark (3.11.1, 3.11.10), France (3.13.7), Federal Republic of Germany (3.15.12), Israel, Italy, Jamaica (3.18.2), Poland (3.24.10), Sri Lanka (3.27.1-2), Sweden (3.28.4-5), United Kingdom (3.30.1) and USA (3.31.13-14); in seven countries by internal directives - Belgium, Czechoslovakia (3.10.15), Finland (3.12.20), German Democratic Republic, Japan (3.19.8), Papua New Guinea (in preparation) and Senegal (3.25.1). The nature of the standards were not specified in the responses from Barbados, Malawi, Netherlands Antilles, Philippines, Portugal, Sierra Leone, Singapore, Spain, Sudan and Zambia.

A RAMP study of obstacles to the access, use and transfer of information from archives (3.33.12) is wider in its coverage than official restriction on access.

- 2.3.1.8 Restriction on Access to Other Records. Twenty five countries reported standards for restrictions on access to records acquired by bequest, donation, purchase or deposit. Where the nature of the standards was reported, they took the form of legislation, regulations or internal directives or guidelines - Australia (3.1.1, 3.1.19), Belgium, Botswana (3.4.1), Canada (Quebec) (3.7.1), Czechoslovakia, Denmark, France (3.13.7), German Democratic Republic, Federal Republic of Germany (3.15.12), Israel, Italy, Japan (3.19.9), Lebanon, Poland (3.24.10), Senegal (3.25.1), USA (3.31.13-14) and Zimbabwe (3.32.1). Other countries reporting standards were Barbados, Jamaica, Malawi, Netherlands Antilles, Philippines, Sierra Leone, Singapore and Spain.

A RAMP study has examined the wider area of the preservation and administration of private archives (3.33.16).

- 2.3.2 Security and Preservation of Archives. The ISO standards noted by Rhoads (4.2.1 and 4.2.2) related to the areas of photography and reprography and were also noted in that general context (see 2.1.3 above). Other UNESCO and ICA publications noted by Rhoads are mentioned under the relevant sections below.

- 2.3.2.1 Archival Buildings. Nineteen countries reported standards for the siting, conception, construction and equipment of archival buildings in respect of efficient operation, security, fire safety and environmental conditions. Of these only the United Kingdom (3.30.3) reported standards issued by the national standards organisation. Ten other countries reported legislation, regulations or internal directives or guidelines as the vehicles for their standards - China (3.8.7), Czechoslovakia, Denmark, Finland (3.12.7), France, Italy, Jamaica, Papua New Guinea (in preparation), Spain (3.26.1) and Sweden (3.28.1). Standards were reported also by Costa Rica, Malawi, Portugal, Sierra Leone, Singapore, Sudan, Swaziland and Zambia.

At the international level the ICA Handbook, Archives Buildings and Equipment (3.35.1), and the UNESCO study on the planning of archive buildings in tropical countries (3.34.4), noted by Rhoads, are relevant in this area.

- 2.3.2.2 Fumigation and Disinfestation. Fourteen countries reported standards in this area, but only three specified the form which they took: legislation in the case of Botswana (3.4.1) and Italy; and internal directives in the case of USSR (3.29.28-30). Other countries reporting standards were Angola, Barbados, Costa Rica, Jamaica, Malawi, Philippines, Portugal, Senegal, Sierra Leone, Singapore and Spain.

- 2.3.2.3 Equipment of Conservation Workshops. Only twelve countries reported standards for the equipment of conservation and restoration workshops and of these only two specified their form (internal directives) - Italy and USSR. The other countries making a positive response were Angola, Barbados, Costa Rica, Jamaica, Lebanon, Philippines, Sierra Leone, Singapore, Spain and Zambia.

At the international level guidance is provided by the UNESCO study, Conservation and Restoration of Archives Materials (3.34.1), noted by Rhoads.

- 2.3.2.4 Conservation Methods. Sixteen countries reported standards for conservation methods for the several types of textual and non-textual records. Two countries reported the existence of standards issued by the national standards organisation - USSR (3.29.27, 3.29.31-34) and United Kingdom (3.30.4). Seven other countries reported internal directives or guidelines - Czechoslovakia, Finland, German Democratic Republic, Italy, Jamaica, Japan (3.19.7) and Poland (3.24.11). Other countries reporting standards were Angola, Barbados, Philippines, Sierra Leone, Singapore, Spain and Zambia.

Here again relevant international guidance is provided by the UNESCO study cited above (3.34.1) and by RAMP studies of the preservation and restoration of photographic materials (3.33.14) and of paper records and books (3.33.24).

- 2.3.2.5 Disaster Planning. Fourteen countries reported standards for planning for emergency action in the event of large scale records damage due to fire, flood, earthquake or other natural or man-made disaster. Half of these reported regulations or internal directives or guidelines as the form which these standards took - Canada (draft), Cyprus, German Democratic Republic, Italy, Japan (3.19.10), Poland (3.24.12) and United Kingdom (3.30.12). Other countries reporting standards were Barbados, Denmark, Jamaica, Malawi, Portugal, Spain and Sudan.

- 2.3.2.6 Vital Records Programmes. Only twelve countries reported standards for vital records programmes. Eight of these reported regulations or internal directives or guidelines - Canada (3.6.16), Czechoslovakia (3.10.3, 3.10.17), Denmark (3.11.4), German Democratic Republic, Italy, Jamaica, USSR (3.29.23-26) and USA (3.31.5, 3.31.16). Other positive responses were received from Costa Rica, Malawi, Portugal and Spain.

- 2.3.3 Arrangement and Description of Archives. The ISO standards and UNISIST guidelines noted by Rhoads (4.3.1 and 4.3.2) are of marginal relevance to the arrangement and description of archives, although the basic guidance provided by the ICA Handbook, The Arrangement and Description of Archival Materials (3.35.2), is very relevant.

- 2.3.3.1 Arrangement, Classification, Identification and Numeration. Twenty eight countries reported standards for the arrangement, classification, identification and numeration of archival materials. Of these twelve countries cited legislation, regulations or internal directives or guidelines - Austria (3.2.4), Botswana (3.4.1), Czechoslovakia (3.10.19-21), France, German Democratic Republic (3.14.3, 3.14.9), Italy, Jamaica, Poland (3.24.13-20), Sweden (3.28.1-2), USSR (3.29.34-35), United Kingdom (3.30.10-11) and USA (3.31.17). The other countries reporting standards were Angola, Australia, Barbados, Costa Rica, Cyprus, Malawi, Netherlands Antilles, Philippines, Portugal, Senegal, Sierra Leone, Singapore, Spain, Swaziland and Zambia.

2.3.3.2 Preparation of Archival Finding Aids. Twenty four countries reported standards for the preparation of archival finding aids (including use of automated techniques). In the thirteen cases where the forms of these standards were reported, they took the form of regulations or internal directives or guidelines - Austria (3.2.4), Botswana (3.4.1), Czechoslovakia, France, German Democratic Republic (3.14.3, 3.14.9), Italy, Jamaica, Japan (3.19.7), Poland (3.24.21-24), Sweden, USSR (3.29.36), United Kingdom (3.30.10-11) and USA (3.31.17). Standards were also reported by Angola, Australia, Barbados, Malawi, Netherlands Antilles, Philippines, Sierra Leone, Singapore, Spain, Sudan and Zambia.

RAMP guidelines have been prepared for the preparation of general guides to national archives (3.33.10).

2.3.3.3 Inter-archival Finding Aids. Only nine countries reported the existence of standards for inter-archival finding aids, of which three reported the existence of regulations or internal directives or guidelines - France, German Democratic Republic (3.14.3, 3.14.9) and USSR - and the remainder were not specific - Angola, Malawi, Netherlands Antilles, Philippines, Singapore and Sweden.

2.3.4 Archival Reference Services. The UNISIST guidelines and ISO standards noted by Rhoads (4.4.1 and 4.4.2) are of only marginal relevance to archives. More recently a RAMP study of archival services and the concept of the user has been prepared (3.33.17A).

2.3.4.1 Research Services and Facilities. Twenty three countries reported standards for research services and facilities. Of these only ten were specific in respect of the form of those standards, legislation, regulations or internal directives or guidelines being cited by Australia (3.1.20), Austria (3.2.4), Botswana (3.4.1), Czechoslovakia (3.10.15), German Democratic Republic, Federal Republic of Germany (3.15.14), Italy, Jamaica, Japan (3.19.9) and USA (3.31.19). The other countries reporting standards were Angola, Costa Rica, Malawi, Netherlands Antilles, Philippines, Portugal, Senegal, Sierra Leone, Singapore, Spain, Sudan, Swaziland and Zambia.

2.3.4.2 Loan of Archival Materials. It seems clear that the twenty five respondents who replied positively to this question did not all interpret it in the same way; different respondents appear to have related it to one or more of the following activities: production of documents from the repository for consultation in the reading rooms; the temporary transfer of documents from one institution to another for local consultation; the temporary return of documents to the creating agency; and the temporary loan of documents to another institution for exhibition purposes. Of the respondents thirteen cited legislation, regulations or internal directives or guidelines - Austria (3.2.4), Botswana (3.4.1), Czechoslovakia (3.10.15), Denmark (3.11.11), Finland (3.12.4, 3.12.22), German Democratic Republic, Federal Republic of Germany (3.15.14), Italy, Japan (3.19.9), Netherlands (3.21.1), Sweden (3.28.1-2), United Kingdom and USA (3.31.19). Other respondents were Australia, Barbados, France, Jamaica, Malawi, Papua New Guinea, Philippines, Senegal, Spain, Swaziland, USSR and Zambia.

- 2.3.4.3 Fees and Charges. Nineteen countries reported standards for determining fees and charges for archival reference services (mostly for photocopying). Of these fourteen cited legislation, regulations or internal directives or guidelines - Australia (3.1.20-21), Belgium (3.3.4), Botswana (3.4.1), Czechoslovakia (3.10.15), Denmark (3.11.12), Finland (3.12.23), German Democratic Republic (3.14.10), Federal Republic of Germany (3.15.14-15), Israel, Italy, Jamaica (3.18.3), Japan (3.19.9), Sweden (3.28.6) and USA. Other countries which responded positively were Malawi, Philippines, Singapore, Sudan and Zambia.
- 2.3.4.4 Copyright in Public Records. Only twelve countries reported standards relating to copyright in public records. Of these six cited legislation or internal directives or guidelines - Australia (3.1.22), Botswana (3.4.1), Czechoslovakia (3.10.15), Finland (3.12.24), German Democratic Republic (3.14.11) and Japan (3.19.4). The other respondents were Barbados, Philippines, Sierra Leone, Singapore, Sudan and Zambia.
- 2.3.5 Educational and Cultural Programmes. Rhoads (4.5.1 and 4.5.2) found only one ISO standard of marginal relevance to educational and cultural programmes and the general level of positive responses to this section of the questionnaire indicates that it is an area which has been generally neglected at the national level also.
- 2.3.5.1 Use of Archival Materials by Schoolchildren. Only twelve countries reported standards for the use of archival materials by schoolchildren and only three of those countries provided details - Czechoslovakia (3.10.15), German Democratic Republic and Japan (3.19.9) - each citing internal directives or guidelines. The other respondents were Costa Rica, Jamaica, Malawi, Netherlands Antilles, Portugal, Senegal, Sierra Leone, Singapore and Zambia.
- 2.3.5.2 Exhibition of Archival Materials. Rather more (twenty one) countries reported standards for the exhibition of archival materials. One country - United Kingdom (3.30.3) - reported standards issued by the national standards organisation and eight other cited legislation, regulations or internal directives or guidelines - Austria (3.2.4), Botswana (3.4.1), Czechoslovakia (3.10.15), German Democratic Republic, Italy, Japan (3.19.9), Poland (3.24.25) and USA (3.31.20). Positive responses were received also from Costa Rica, Jamaica, Malawi, Netherlands Antilles, Portugal, Senegal, Sierra Leone, Singapore, Spain, Sudan, USSR and Zambia.
- 2.3.5.3 Selection for Facsimile Reproduction. Fourteen countries reported standards for the selection of items for facsimile reproduction, but only four specified the forms of those standards - Botswana (3.4.1), Czechoslovakia (3.10.3, 3.10.17), German Democratic Republic and Italy - citing legislation, regulations or internal directives or guidelines. The other countries responding were Angola, Jamaica, Malawi, Netherlands Antilles, Portugal, Sierra Leone, Singapore, Spain, Sudan and Zambia.

3. DIRECTORY OF NATIONAL STANDARDS

3.1 AUSTRALIA

3.1.1 Archives Act 1983 (No 79 of 1983)

3.1.2 Archives Regulations (Statutory Rules 1984 No 100)

3.1.3 Conservation Standards (Job profiles for Conservators) (March 1981)

3.1.4 Handbook for Departmental Registrars (Commonwealth Public Service Board)

3.1.5 National Records Return (NRR) Pilot Program

3.1.6 Development of the Survey Program: Strategy Paper (Australian Archives, Oct 1984)

3.1.7 Interim Guidelines for the Presentation of Draft Disposal Schedules and Appraisal Reports for Central Office Review (1984)

3.1.8 Instructions for Agencies (Australian Archives, ACT Regional Office, Sept 1983)

3.1.9 Local Instructions: Transfer of Records to Archival Custody (Australian Archives, NSW Regional Office, Sept 1981)

3.1.10 Operational Guide for Agencies 1. Transfer of Records (Australian Archives, Victorian Region, April 1984)

3.1.11 Procedures for the Transfer and Retrieval of Records (Australian Archives, South Australia, Jan 1980)

3.1.12 Agency Procedures Manual (Australian Archives, Tasmanian Regional Office, Oct 1983)

3.1.13 Instructions for the Transfer of Records to Australian Archives (Australian Archives, WA Branch, March 1984)

3.1.14 Local Instructions for Agencies Transferring Records to Archives (Australian Archives, Northern Territory Branch, Oct 1983)

3.1.15 How to use Australian Archives: Transfer and Lending Services (Australian Archives, Queensland, nd)

3.1.16 How Agencies can use Australian Archives Services (Australian Archives, Queensland, nd)

3.1.17 Local Instructions (Australian Archives, North Queensland Branch, April 1979)

3.1.18 Guide to Records Disposal Procedures (Australian Archives, July 1978)

- 3.1.19 Australian Archives Operations Manual. Access Manual Parts 1 and 3 (Australian Archives, Aug 1984)
- 3.1.20 Information Services Manual (Australian Archives, Sept 1984)
- 3.1.21 Provision of Copies Held by the Australian Archives (Administrative Instruction 1983/6)
- 3.1.22 Administration of Copyright (Administrative Instruction 1983/3)

- 3.2 AUSTRIA
- 3.2.1 ON-V 48-1977 Microfilming of Records (recommended practice)
- 3.2.2 ON-A 1302 Evaluation of Microfilm Readers
- 3.2.3 ON-A 1030-1033 (Quality of materials used in creating records)
- 3.2.4 Statut über die Verwaltung und Benützung des Österreichischen Staatsarchivs (Statutes of the Austrian State Archives) (1945)
- 3.2.5 Gesetz: Überleitung der Verwaltungs- und Justizeinrichtungen des Deutschen Reiches in die Rechtsordnung der Republik Österreich, Staatsgesetzblatt 94/1945 (Organisation of the Austrian public administration): see also Mitt. d. Österr. Staatsarchivs 8(1955), p.243
- 3.2.6 Bundesgesetzblatt 118/1974 (Standards for the examination of non-academic archivists)
- 3.2.7 Bundesgesetzblatt 468/1980 (Training of academic archivists): see also Scrinium 17/18 (1978)
- 3.2.8 Bundesgesetzblatt 518 and 519/1979 (Training and examination of clerical staff)
- 3.2.9 Richtlinien die Redaktion ersucht alle Autoren und Rezensenten dieser Zeitschrift (Notes for contributors) (Mitt. d. Österr. Staatsarchivs)
- 3.2.10 Kanzleiordnung für die Bundesministerien erlassen am 10 Dezember 1974 (Procedural guidelines for the drafting and mailing of correspondence)
- 3.2.11 Die Auswirkungen der automationsunterstützten Datenverarbeitung auf die Gestaltung amtlicher Schriftstücke (Bundeskanzleramt) (Application of automated techniques to records creation)
- 3.2.12 Skartierungsordnung für das Bundeskanzleramt 1 Juli 1982 (General rules for the appraisal and disposition of records)
- 3.2.13 Bundesgesetzblatt 565/1978 (Federal law on data privacy)
- 3.2.14 Bundesgesetzblatt 60/1983 (Federal law on personal registers)
- 3.2.15 Archivum XXVIII (1982), p 278

3.3 BELGIUM

3.3.1 Archivum XVII (1967), pp 59-73

3.3.2 Archivum XXVIII (1982), p 72

3.3.3 Arrêté royal fixant les délais après lesquels les archives déposées à la Cour des comptes pourront être supprimées (Recueil des lois et arrêtés royaux, N728, 25 November 1982)

3.3.4 Droits de timbre, d'expédition et droits dus aux communes pour la délivrance à des particuliers d'extraits et de copies d'actes de l'état civil destinés à des recherches généalogiques (Ministry of Justice, May 1983)

3.4 BOTSWANA

3.4.1 Archivum XXVIII (1982), pp 73-82

3.4.2 Scheme of Service. National Archives (Personnel Directive No 6 of 1982)

3.4.3 Syllabus for Course on Records Management and Archives Management (nd)

3.4.4 Disposal of Public Records common to many (all) Departments (Director of National Archives, June 1981)

3.4.5 The Role of the Botswana National Archives in the Administration of Public Records (Ministry of Home Affairs, April 1982)

3.4.6 Botswana National Archives (BNA). Duty to Central and Local Government. Duties (Ministry of Home Affairs, October 1982)

3.5 BRAZIL

3.5.1 Regimento Interno da CONAR (SINAR) (Legislation establishing the internal regulations of the National Commission of Archives (CONAR)) (Portaria No 1005 of 3 Oct 1979)

3.5.2 Institui o Sistema Nacional de Arquivo (SINAR) (Legislation establishing the National System of Archives (SINAR)) (Decreto No 82.308 of 25 Sept 1978)

3.5.3 Dispõe sobre o Sistema de Serviços Gerais (SISG) (Legislation establishing the System of General Services of the civil organs of the federal administration (Decreto No 75.657 of 24 April 1975)

3.5.4 Regimento do Arquivo Nacional (Internal structure in force in the National Archives of Brazil) (Portaria N600-B of 15 Oct 1985) - soon to be replaced

- 3.5.5 Regimento Interno do Arquivo Nacional (Legislation establishing the internal structure of the National Archives of Brazil) - awaiting approval
- 3.5.6 Regulamenta que dispõe sobre a regulamentação das profissões de Arquivista e de Técnico de Arquivo (Regulations under the law which establishes the professions of archivist and of archival technician) (Decreto No 82.590 of 6 Nov 1978)
- 3.5.7 Dispõe sobre o Grupo-Arquivo do Serviço Civil da União e dá outras providências (Legislation creating the Grupo-Arquivo in the Civil Service of the Union) (Decreto No 90.740 of 20 Dec 1984)
- 3.5.8 Dispõe sobre a regulamentação das profissões de Arquivista e de Técnico de Arquivo e dá outras providências (Regulations establishing the professions of archivist and of archival technician) (Lei No 6.546 of 4 July 1978)
- 3.5.9 Instrução Normativa No 133 de 2 de Marco de 1982 (Norm of SISG/DASP establishing rules of procedure for the preparation of official documents)
- 3.5.10 Instrução Normativa No 83 de 3 de Abril de 1978 (Norm establishing the rules of standardisation for paper for the use of the Federal Public Service)
- 3.5.11 Suspende a vigência do artigo 1.215 do Código de Processo Civil (Legislation repealing article 1.215 of the Código de Processo Civil) (Lei No 6.246)
- 3.5.12 Regulamento para Salvaguardia de Assuntos Sigilosos (Legislation establishing regulations on the policy of protection of confidential documentation) (Decreto No 79.099 of 6 Jan 1977)
- 3.5.13 Instrução Normativa No 144 de 11 de agosto de 1983 (Norm of SISG/DASP intended to guide organs of the federal public administration in respect of the production of official typescripts)
- 3.5.14 Instrução Normativa No 124 de 24 de julho de 1981 (Norm establishing the Cadastro Nacional de Unidades Protocolizadoras in the civil organs of the administration)

3.6 CANADA

Note: Canadian official publications are bilingual (English and French). Only the English titles are cited here.

- 3.6.1 CAN 2-72.12-M81 Microcopying of Technical Drawings - Quality Criteria and Control
- 3.6.2 CAN 2-72.13-M80 Microfiche of Documents

- 3.6.3 CAN 2-72.14-M80 Carriers, Unitized 35 mm Microfilm (Aperture Cards)
(and Amendment No 1, July 1980)
- 3.6.4 CAN 2-72.15-M83 Computer Output Microfilm (COM), Microfiche
- 3.6.5 CAN 2-82.16-M83 Computer Output Microfilm (COM) 16 mm Roll
- 3.6.6 CAN 2-72.7-M78 Drafting Requirements for Drawings to be Microfilmed
- 3.6.7 CAN 2-72.8-M80 Examination and Preparation of Drawings to be Microfilmed
- 3.6.8 CAN 2-72.9-M81 Operating Procedures for Microfilming of Technical Drawings
- 3.6.9 CAN 2-72.10-M78 (ISO 3334) Microcopying - ISO Test Chart No. 2
- 3.6.10 CAN 2-72.11-79 Microfilm as Documentary Evidence
- 3.6.11 Archival Citations (Public Archives of Canada, Ottawa, 1983)
- 3.6.12 Essential Records for Industry (Department of Supply and Services)
- 3.6.13 Records Management Policy, Circular No 1983-09 (Treasury Board of Canada)
- 3.6.14 Micrographics Policy (chapter 445), Circular No 1983-13 (Treasury Board)
- 3.6.15 Act to enact the Access to Information Act and the Privacy Act...
(29-30-31 Elizabeth II Chapter III)
- 3.6.16 Guide to the Preservation of Essential Records, EPC12/84 (Emergency Planning Canada)
- 3.6.17 Federal Records Centre Facility Standards (Public Archives of Canada, 1986)
- 3.6.18 The Management of Federal Records Centres (Public Archives of Canada, 1985)
- 3.6.19 Federal Records Centres Users Guide (Public Archives of Canada, 1983)
- 3.6.20 Mail Management in Government Departments and Agencies (Public Archives of Canada, 1979)
- 3.6.21 General Records Disposal Schedules of the Government of Canada (Public Archives of Canada, Third Edition, 1978)
- 3.6.22 Records Management Guide for Ministers' Offices (Public Archives of Canada, 1977)
- 3.6.23 Records Scheduling and Disposal (Public Archives of Canada, 1981)
- 3.6.24 Records Organization and Operations (Public Archives of Canada, 1969, Revised 1975)

- 3.6.25 Subject Classification Guide (Public Archives of Canada, 1969, Revised 1975)
- 3.6.26 Training Program: Records Conservation (Public Archives of Canada, September 1984)
- 3.6.27 Administrative Policy Manual (Treasury Board of Canada), Chapter 460

3.7 CANADA (Quebec)

- 3.7.1 Loi sur les Archives (Chapitre A-21.1, 1 Jan 1984)
- 3.7.2 Loi sur l'accès aux documents des organismes publics et sur la protection des renseignements personnels (Projet de loi no. 65, 1982)
- 3.7.3 Evaluation et Tri, Louis Garon, Coll. notes techniques No 1 (Archives nationales de Québec, 1980)

3.8 CHINA, PEOPLES REPUBLIC OF

Note: Except where stated the works cited are in Chinese and the titles are given in the English translation supplied.

- 3.8.1 Regulations on Archives Work in Government Agencies
- 3.8.2 Regulations on Scientific and Technological Archival Management
- 3.8.3 General Rule on Archives
- 3.8.4 Regulations on Records Retention Schedules by the State Archives Bureau
- 3.8.5 Annual Report of Statistics on the National Archival Administration in China
- 3.8.6 The Teaching Programme for the Fiscal Year of 1984 by the Archives Department of the People's University of China
- 3.8.7 Standard for the Design of Archival Buildings (in English)

3.9 CYPRUS

- 3.9.1 Public Records Law, 1982

3.10 CZECHOSLOVAKIA

Note: The English titles of several other relevant works were cited in the response.

- 3.10.1 Archivum XXVIII (1982), pp 112-22

- 3.10.2 Zákon České národní rady o archivnictví, Sběrka Zákonů ČSR 18 (1974), No 97.
- 3.10.3 Vyhláška ministerstva vnitra ČSR o uznávání archiválií za kulturní památky a o zvýšené ochraně archiválií jako kulturních a národních kulturních památek, Ibid No 101
- 3.10.4 Vyhláška ministerstva vnitra ČSR kterou se stanoví podrobnosti převodu vlastnictví k archiváliím, Ibid No 102
- 3.10.5 Vyhláška ministerstva vnitra ČSR, kterou se stanoví kritéria pro posuzování písemností jako archiválií a podrobnosti skartačního řízení, Sběrka Zákonů ČSR 21 (1974), No 117
- 3.10.6 Vyhláška ministerstva vnitra ČSR o podnikových archivech, Ibid No 118
- 3.10.7 Směrnice ministerstva vnitra ČSR o archivech zvláštního významu, Ústřední Věstník 2 (1975), No 3
- 3.10.8 Směrnice ministerstva vnitra ČSR o státních archivech, Ústřední Věstník 8 (1975), No 12
- 3.10.9 Směrnice ministerstva vnitra ČSR o archivech národních výborů, Ibid No 13
- 3.10.10 ČSN 01 3812* Mikrofilmy a mikrofiše: typy a základní rozměry (1978) (Other related standards exist, e.g. 3816, 3818, 3830, 3836, 3850.)
- 3.10.11 ČSN 01 0192 Rejstříky publikací (1978) (Other related standards exist, e.g. 0195, 0197.)
- 3.10.12 ČSN 01 6910 Úprava písemností psaných strojem (1975)
- 3.10.13 Typový seznam: písemností trvalé dokumentární hodnoty (Archivní správa ministerstva vnitra ČSR, 1976)
- 3.10.14 Směrnice ministerstva vnitra ČSR o ukládání archiválií do archivů, Ústřední Věstník 5 (1975), No 6
- 3.10.15 Směrnice ministerstva vnitra ČSR o využívání archiválií, Ibid No 7
- 3.10.16 Směrnice ministerstva vnitra ČSR o způsobu vedení evidence archiválií a skladbě Jednotného archivního fondu v ČSR, Ústřední Věstník 1 (1975), No 1
- 3.10.17 Směrnice ministerstva vnitra ČSR o ochraně a kategorizaci archiválií, Ibid No 2
- 3.10.18 Instrukce ministerstva vnitra ČSR o způsobu vedení evidence archiválií, Ústřední Věstník 4 (1977), No 10
- 3.10.19 Základní pravidla pro zpracování archivního materiálu (Archivní správa ministerstva vnitra, 1958)
- 3.10.20 Zásady pro archivní zpracování technické dokumentace (Archivní správa ministerstva vnitra, 1973)
- 3.10.21 Zásady pro zpracování archiválií vzniklých z činnosti socialistických hospodářských organizací (Archivní správa ministerstva vnitra, 1979)

3.11 DENMARK

- 3.11.1 Archivum XXVIII (1982), pp 125-9
- 3.11.2 Arkivdannelse og Journalsystem: Bestemmelser og Vejledning (Rigsarkivet, 1982)
- 3.11.3 EDB-Arkivalier Kassation og Aflevering til Rigsarkivet: Bestemmelser og Vejledning (Rigsarkivet, 1981)
- 3.11.4 Mikrofilm i Statsinstitutioner Rigsarkivets Vejledning og Krav
- 3.11.5 Materialekvaliteter (Rigsarkivet, 1985)
- 3.11.6 Opbevaringsforhold (Rigsarkivet, 1984)
- 3.11.7 Kassation og Bevaring af Arkivalier: en Intern Vejledning (Rigsarkivet, 1979)
- 3.11.8 Kassation af Arkivalier (Rigsarkivet, 1984)
- 3.11.9 Aflevering til Rigsarkivet: Bestemmelser og Vejledning (Rigsarkivet, 1982)
- 3.11.10 Tilgaengelighed (Rigsarkivet, 1984)
- 3.11.11 Regler for Lån af Arkivalier fra Rigsarkivet og landsarkiverne (1977)
- 3.11.12 Priser for fotoarbejder og seglafstøbninger (Rigsarkivet, 1985)

3.12 FINLAND

- 3.12.1 The Organization of the Public Archives of Finland (National Archives of Finland, 1983)
- 3.12.2 Archives Administration in Finland (National Archives of Finland, 1983)
- 3.12.3 The Archives Law (No 184/81)
- 3.12.4 Arkistoasetus/Arkivförordning/The Archives Decree (No 1012/82)
- 3.12.5 Asetus yleisarkistoista/Förordning om Allmänna arkiv (The Public Archives Decree) (No 195/1983)
- 3.12.6 Archivum XXVIII (1982), 364-8
- 3.12.7 Valtionarkiston arkistotilaohjeet valtion virkaarkistoille, kunnallisille arkistoille sekä valtionapua saaville yksityisluontoisille arkistoille, Valtionarkiston yleinen ohje No 4 (1984)
- 3.12.8 Riksarkivets anvisningar om utgallring av särskilda handlingar fran de kommunala arkiven, Riksarkivets allmänna anvisning Nr 6 (179)

- 3.12.9 Valtionarkiston ohjeet valtion virastojen ja laitosten arkistosaannoista/Riksarkivets anvisningar om arkivstadgor för statens ämbetsverk och inrättningar, Valtionarkiston yleinen ohje no 7 (1983)
- 3.12.10 Valtionarkiston yleisohje valtion virastojen ja laitosten arkistoihin kuuluvien erinaisten asiakirjojen havittamisesta, Valtionarkiston yleinen ohje no 8 (1983)
- 3.12.11 Valtionarkiston ohjeet kunnallisesta arkistotoimesta, Valtionarkiston yleinen ohje no 10 (1984)
- 3.12.12 Kaupungin Arkistotoimen Sääntömallit/Normalförslag till Stadgor för Städernas Arkivverksamhet, Suomen Kaupunkiliitto, yleiskirje/cirkulär 111/82
- 3.12.13 Johtosääntöjen Lähettäminen Arkistoviranomaisille, Suomen Kunnallislitto, yleiskirje 8/1984
- 3.12.14 Arkistonhoitotutkinto/Arkistonhoitotutkinnon Suorittajalle (Valtionarkisto, 5 Dec 1984)/Archival Training in Finland (National Archives of Finland, 1980)
- 3.12.15 The Training of Records Personnel, Pirkko Rastas (X International Congress on Archives, Bonn, 1984)
- 3.12.16 Kirjanpitolaki/Bokföringslag, Suomen Asetuskokoelma No 655 (1973)
- 3.12.17 Kauppa- ja teollisuusministeriön päätös/Handels- och industriministeriets beslut, No 700/1978
- 3.12.18 Valtionarkiston päätös/Riksarkivets beslut, No 20 (1984)
- 3.12.19 VHS 1009 Arkistosäilytyksen tarkoitettut päällystämättömät paperit ja kartongit
- 3.12.20 Laki No 83/1951
- 3.12.21 Asetus No 650/1951
- 3.12.22 Valtionarkiston Päätös Yleisarkistoissa Säilytettävien Asiakirjojen Lainaamisesta (1980)
- 3.12.23 Jäljennpalvebn Linnasto/Prislista (Valtionarkisto, 1 Jan 1985)
- 3.12.24 Laki No 404/1961
- 3.12.25 Teitojen kuvausten rakennetta koskeva ohje (Valtiovarainministerio, 29 Aug 1984)

3.13 FRANCE

- 3.13.1 Instruction sur le traitement des documents des archives départementales postérieurs au 10 juillet 1940 (Direction des Archives de France, Circulaire AD 79-6, 31 Déc 1979)
- 3.13.2 Journal officiel de la République française, 23 juillet 1983, p.2293 (art 66-68)
- 3.13.3 Pratique du tri chronologique dans les archives contemporaines (Direction des Archives de France, Circulaire AD 83-2, 20 Oct 1983)
- 3.13.4 Conditions d'application des décrets du 7 avril 1981 relatifs à la formation professionnelle continue des agents et ouvriers de l'Etat (Circulaire FP/1439 du 3 décembre 1981)
- 3.13.5 Nouveaux textes relatifs aux archives (Paris, Archives Nationales, 1982)
- 3.13.6 Codes des Archives de France. Tome III. Règlement général des archives départementales (Paris, Direction des Archives de France, 1964)
- 3.13.7 Loi no 79-18 du 3 janvier 1979 sur les archives (Imprimerie nationale)
- 3.13.8 Rapport annuel de la Direction des Archives de France, 1984 (Direction des Archives de France, AD-6984, 11 April 1985)

3.14 GERMAN DEMOCRATIC REPUBLIC

- 3.14.1 Archivum XXCIII (1982), pp 130-45
- 3.14.2 Archivwesen der DDR: Theorie und Praxis, Botho Brachmann (VEB Deutscher Verlag der Wissenschaften, Berlin 1984)
- 3.14.3 Archivarbeit rationell: Arbeitsabläufe (Staatsverlag der DDR, Berlin, 1984)
- 3.14.4 Beschluss über die Mikroverfilmung von Schrift- und Zeichnungsgut, Gesetzblatt der DDR, II No 57 (1972), 625-6
- 3.14.5 Lexikon: Archivwesen der DDR (Staatsverlag der DDR, Berlin, 1976)
- 3.14.6 TGL 33264 Regeln für Maschinenschreiben (Rules for Typewriting) (1978)
- 3.14.7 Vordrucke für den allgemeinen Dienstverkehr (Staatsverlag der DDR, Berlin, 1984)
- 3.14.8 Aktenplan - Notwendigkeit Aufbau Anwendung, Reinhard Kluge and Rolf Rasmussen (Staatsverlag der DDR, Berlin, 1982)
- 3.14.9 Ordnungs- und Verzeichnungsgrundsätze für die staatlichen Archive der Deutschen Demokratischen Republik (Ministerium des Innern, 1964)

- 3.14.10 Anordnung über die Festsetzung von Verwaltungsgebührentarifen im Zuständigkeitsbereich des Ministeriums des Innern, Gesetzblatt der DDR, No 999 (4 Aug 1978)
- 3.14.11 Zweite Durchführungsbestimmung zur Verordnung über das staatliche Archivwesen, Gesetzblatt der DDR, I No 10 (1976), 165
- 3.15 GERMANY, FEDERAL REPUBLIC OF
- 3.15.1 Registraturanweisung (Regulation for registries) (Jan 1974)
- 3.15.2 Empfehlungen für die Schriftgutverwaltung (Recommendations for the handling of current records) (Bundesminister des Innern, Jan 1984)
- 3.15.3 Gesetzentwurf der Bundesregierung: Bundesarchivgesetz (Draft of the law for the Federal Archives) (26 Mar 1985)
- 3.15.4 Deutscher Bundestag: Stenographischer Bericht (Minutes of the first discussion of the Bundesarchivgesetz in the Bundestag), 143 Sitzung (13 June 1985)
- 3.15.5 Bundesarchiv in Koblenz (Schedule for the organisation of the Bundesarchiv indicating the responsibilities on the level of the branches (Referale))
- 3.15.6 Ausbildungs- und Prüfungsordnung für den höheren Archivdienst beim Bundesarchiv (Regulations about the training of archivists for the Federal Archives) (7 June 1966)
- 3.15.7 Richtlinien für der Mikroverfilmung von Schriftgut in der Bundesverwaltung (Regulation about the microfilming of records in the federal government and administration) (9 March 1978)
- 3.15.8 Richtlinien zur Durchführung der Sicherungsverfilmung von Archivalien (Guidelines and technical regulations for the microfilmizing (security microfilming) of archival materials in the federal and state archives) (1 Aug 1980)
- 3.15.9 Regelungen zur Mikrofilmung von Schriftgut (Example for regulations concerning the use and validity of microforms in the public administration)
- 3.15.10 DIN 2330 Begriffe und Benennungen: Allgemeine Grundsätze (Concepts and terms; general principles) (March 1979)
- 3.15.11 Vorläufige Empfehlungen für arbeitsgerechte und bürgernahe Vordrucke (Recommendations for the format and the structure of forms to be used by the public administration) (BBB, DEC 1979)
- 3.15.12 Benutzungsordnung für das Bundesarchiv (Regulation about the access to the holdings of the Bundesarchiv) (18 May 1978)

- 3.15.13 Gemeinsamen Geschäftsordnung der Bundesministerien (Regulation about the access to records not yet in the custody of the Bundesarchiv and records younger than 30 years), para 80
- 3.15.14 Das Bundesarchiv: Kurzinformation (General information about research possibilities in the Bundesarchiv)
- 3.15.15 Entgeltordnung für das Bundesarchiv (Regulations about fees and charges for researchers in the Bundesarchiv (24 Feb 1983)
- 3.15.16 Grundsätze für die Gestaltung der automatisierten Datenübermittlung (Regulation for the transfer of machine-readable data with references to all international and national standards to be observed) (15 Nov 1984)

3.16 ISRAEL

Note: The Hebrew titles have not been transliterated but are given in the English translation supplied.

- 3.16.1 State Archivist Directives on Records Management in Government Offices
- 3.16.2 Archives Law and Regulations (see also Archivum XX (1970), pp 184-92)
- 3.16.3 Disposal of records - guidelines, directives and regulations
- 3.16.4 Transfer of records - guidelines, directives
- 3.16.5 Cut-off technics - guidelines
- 3.16.6 Preservation of records - guidelines

3.17 ITALY

- 3.17.1 Archivum XIX (1969), pp 18-28, and XVIII (1982), pp 212-21

3.18 JAMAICA

- 3.18.1 Regulations Respecting the Public Use of the Records (The Jamaica Archives, 16 Sept 1969)
- 3.18.2 The Archives Act, 1982 (No 20 - 1982)
- 3.18.3 Schedule of Fees Payable for Reprographic and Micrographic Services
- 3.18.4 Request for Records Disposition Authority, Standard Form 1
- 3.18.5 Records Series Inventory (form)

3.19 JAPAN

Note: Except where stated the works cited are in Japanese and the titles are given in the English translations supplied.

- 3.19.1 JIS K7558-76 Safety film (other related standards exist)
- 3.19.2 JIS B7187-60 The way to take microfilm
- 3.19.3 Preservation by microfilm in place of original documents relating to accounting records, Notification No 54 (Ministry of Finance, 1982)
- 3.19.4 Copyright Law (Law No 48 - 1970) (in English)
- 3.19.5 JIS S6015-80 Ball Point Pens (other related standards exist)
- 3.19.6 Guideline relating to the creation of records (Prime Minister's Office, 1952)
- 3.19.7 Concentrated Management of Records - importance of transfer of records to the National Archives for preservation and public perusal (National Archives)
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- 3.19.10 Fire Fighting Project of the National Archives (7 Dec 1981)

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- 3.20.2 Règlement intérieur du Centre des Archives Nationales (Centre des Archives Nationales, n.d.)

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- 3.22.1 Evidence Act 1975 (No 78)
- 3.22.2 Evidence (Photographic Reproductions) Ordinance 1969 (No 22 of 1969)

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- 3.23.1 Organisation of the Department of General Service (Executive Order No 290) - sec. 22-27 relate to Bureau of Records Management

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- 3.24.1 Ustawa z dnia 14 lipca 1983 o narodowym zasobie archiwalnym i archiwach (Dziennik Ustaw Nr 38, poz. 173) (La loi sur le Fonds national d'archives et sur les archives, Journal officiel Nr 38, pos. 173)
- 3.24.2 Zarządzenie Naczelnego Dyrektora Archiwów Państwowych z 27.XII.1981 w sprawie planowania i sprawozdawczości archiwów państwowych (Règlement du directeur général des Archives d'Etat du 27 dec. 1981 sur la planification et sur les rapports des Archives d'Etat)
- 3.24.3 Zarządzenie Ministra Pracy, Plac i Spraw Socjalnych z 23 stycznia 1984 w sprawie tabeli stanowisk, kwalifikacji i zaszeregowania pracowników archiwów państwowych (Disposition du ministre du Travail, de la paie et des affaires sociales du 23 janvier 1984 sur le tableau de postes, la qualification et sur la classification professionnelle des travailleurs des Archives d'Etat)
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- 3.24.8 Rozporządzenie Ministra Nauki, Szkolnictwa Wyższego i Techniki z dnia 25 lipca 1984 w sprawie zasad klasyfikowania i kwalifikowania dokumentacji oraz zasad i trybu przekazywania materiałów archiwalnych do archiwów państwowych (Disposition du ministre des Sciences, de l'Enseignement supérieur et de la Technique du 25 juillet 1984 sur les principes de la classification et de la qualification des documents et sur le transfert des documents d'archives de l'administration d'origine aux Archives d'Etat)

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- 3.24.13 Wskazówki metodyczne do sporządzania inwentarzy archiwalnych zespołów (zbiorów) akt wytworzonych w okresie kancelarii akt apaw (1984) (Directives sur l'établissement des inventaires des documents d'archives du XIXe et du XXe s.)
- 3.24.14 Instrukcja w sprawie porządkowania archiwalnego zasobu kartograficznego (1956) (Instruction sur le classement de la collection des cartes et plans (le fonds cartographique))
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- 3.24.20 Wytyczne dotyczące opracowywania dokumentów pergaminowych i papierowych przechowywanych w archiwach państwowych (1981) (Directives sur le classement des documents sur le parchemin et sur le papier (les documents anciens), conservés aux Archives d'Etat)

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- 3.24.22 Wskazówki metodyczne do opracowywania przewodników po zasobie archiwalnym (1982) (Directives sur la préparation des guides d'archives)
- 3.24.23 Wskazówki metodyczne dotyczące zasad opracowania przewodnika po zespole (zbiorze) archiwalnym (Directives sur la préparation du guide d'archives par fonds (ou par collection))
- 3.24.24 Instrukcja w sprawie sporządzania indeksów do inwentarzy archiwalnych (1974) (Instruction sur la préparation des index (géographiques, personnels etc) comme annexes des inventaires d'archives)
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- 3.25.1 Archivum XXVIII (1982), pp 324-7
- 3.25.2 Projet de decret fixant les conditions d'organisation et de fonctionnement des Archives du Sénégal (No 81-430 of 15 Apr 1981)
- 3.25.3 Decret portant Statut particulier du cadre des fonctionnaires des Archives et bibliothèques (No 77-890/MFPTEDFP/BE of 12 Oct 1977)
- 3.26 SPAIN
- 3.26.1 Recomendaciones para la Edificacia de Archivos (Direccion de Archivos Estatales, September 1985)
- 3.27 SRI LANKA
- 3.27.1 Regulation ... pertaining to Public Access to Public Archives, 5 Dec 1978
- 3.27.2 Regulation ... pertaining to Public Access to Public Archives, 4 Jan 1980

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3.28.3 The Ordinance concerning the use of writing material for state business (1964:504)

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3.29.3 Nomenclature des fonctions du personnel des organisations d'archives, des Archives d'Etat et laboratoires du système de la Direction générale des Archives d'Etat (1975)

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- 3.29.24 Règlement sur la création et l'organisation du Fonds de sécurité des copies des documents d'une valeur particulière des Archives d'Etat (1980)
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Description of records	2.3.3
Destruction of records	2.2.3.4
Development of personnel	2.1.2
Development of standards	2.1.5
Disaster planning	2.3.2.5
Disinfestation	2.3.2.2
Disposition schedules	2.2.3.3
Disposition systems	2.2.3.2
Documentation of transfers	2.3.1.5
Education of personnel	2.1.2
Educational programmes	2.3.5
Equipment of conservation workshops	2.3.2.3
Equipment of reprographic workshops	2.1.3.3
Evaluation of policies and programmes	2.1.1.4
Evaluation of standards	2.1.5
Exhibition of archival materials	2.3.5.2
Facsimiles, selection for reproduction of	2.2.5.2
Fees	2.3.4.3
Filing systems	2.2.2.1
Finding aids, inter-archival	2.3.3.3
Finding aids, preparation of	2.3.3.2
Finding aids, transfer of	2.3.1.6
Fumigation	2.3.2.2
Identification of archives	2.3.3.1
Indexes	2.1.4.1

Inter-archival finding aids	2.3.3.3
Internal structures	2.1.1.3
Legal responsibility, transfer of	2.3.1.3
Legal validity of microforms	2.1.3.4
Loans of archival material	2.3.4.2
Mail management	2.2.2.2
Materials for records creation, quality of	2.2.1.1
Microforms, legal validity of	2.1.3.4
Microforms, specifications, characteristics and testing of	2.1.3.1
Non-archivists, training of	2.1.2.3
Numeration	2.3.3.1
Office copying machines, management of	2.2.2.3
Office copying machines, selection of	2.1.3.5
Operating budgets	2.1.1.5
Operations, reprographic	2.1.3.2
Ownership	2.3.1.3
Periodical reports	2.1.1.7
Planning	2.1.1.4
Policy	2.1.1
Policy, publications	2.1.4.3
Position descriptions	2.1.2.1
Preparation of records	2.2.1.2
Preservation of archives	2.3.2
Priorities, publications	2.1.4.3
Publications	2.1.4
Publications policies and priorities	2.1.4.3
Quality of materials for records creation	2.2.1.1
Records centres	2.2.2.5
Records creation	2.2.1
Records disposition systems	2.2.3.2
Records maintenance	2.2.2
Records management	2.1, 2.2
Records, preparation of	2.2.1.2
Records surveys	2.2.3.1
Records, transfer of	2.3.1.2
Records use	2.2.2
Reference services	2.3.4
Reports	2.1.1.7
Reproduction of facsimiles	2.3.5.3
Reprographic operations	2.1.3.2
Reprographic workshops	2.1.3.3
Reprography	2.1.2
Reprography in records creation	2.2.1.4
Research services and facilities	2.3.4.1
Retention and disposal schedules	2.2.3.3
Role of national archives	2.1.1.2
Schoolchildren, use of archival materials by	2.3.5.1
Security of archives	2.3.2
Specification of microforms	2.1.3.1
Staffing	2.1.2
Staffing ratios	2.1.1.6
Standards development and evaluation	2.1.5
Storage conditions	2.2.2.4
Structure of national archives	2.1.1.2
Telecommunications management	2.2.2.2

Terminology	2.1.6
Testing of microforms	2.1.3.1
Training of personnel	2.1.2.2, 2.1.2.3
Transfer of finding aids	2.3.1.6
Transfer of ownership and legal responsibility	2.3.1.3
Transfer of records	2.3.1.2
Transfers, documentation of	2.3.1.5
Vital records programmes	2.3.2.6
Workshops, conservation	2.3.2.3
Workshops, reprographic	2.1.3.3

APPENDIX I

CONSEIL INTERNATIONAL
DES ARCHIVES

Secrétaire Pour la
Normalisation

INTERNATIONAL COUNCIL
ON ARCHIVES

Secretary for
Standardization

Public Record Office
Ruskin Avenue
Kew Richmond
Surrey TW9 4DU
England

9 November 1984

Dear Colleague

DIRECTORY OF NATIONAL STANDARDS RELATING TO ARCHIVES ADMINISTRATION
AND RECORDS MANAGEMENT: A RAMP STUDY

An Expert Consultation convened by the International Council on Archives on behalf of Unesco at Bari, Italy in 1979 recommended the collection dissemination and keeping up-to-date of a corpus of national standards relevant to records and archives management and this was given priority within Unesco's Records and Archives Management Programme (RAMP) by the RAMP II Expert Consultation in Berlin in 1982 (PGI/82/WS/24). As a step towards the implementation of the recommendation, I have been commissioned by the ICA, under a contract with Unesco, to undertake the preparation of a study with the title Directory of National Standards relating to Archives Administration and Records Management: A RAMP Study.

I write to seek your co-operation in ensuring that the study is as comprehensive as possible and hence a sound basis for international comparison which may be used by Unesco and ICA in preparing international standards and by member states in drawing up their own national standards.

In the context of this study "standards" will be taken to include not only formal national standards issued by national standards organisations, but also norms, guidelines, instructions and recommended practices prescribed in national legislation or issued by the central archives directorate/national archives, by the national archival association or by any other national institution or organisation which has a leading role in respect of a particular topic.

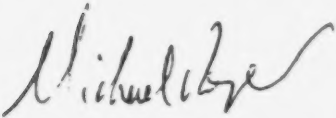
Please complete the enclosed questionnaire, by answering each of the questions, placing a circle around Y (Yes) or N (No) as appropriate. If the answer to any question is "Yes", please provide a reference to the relevant standard, etc, a copy of which should be returned with the questionnaire, except where the standard is embodied in archival legislation, in which case reference to the appropriate volume and page of Archivum will suffice. Where the language of the standard, etc, is not English or French, a summary of the salient points in one or other of those languages would be of assistance. Where standards, etc, apply only to central government records and archives, this should be made clear. Where different standards apply to the various categories and physical types of records, textual and non-textual, or where standards apply only to restricted categories of records, this should be made clear.

contd...

If there are no standards, etc, in your country which relate to any of the topics included in the questionnaire, please make a "nil" return.

In order to meet the strict deadline set for the completion of the study, I must ask that your return should reach me at the above address by 1 March 1985 at the latest.

Yours sincerely,

A handwritten signature in dark ink, appearing to read 'Michael Roper', with a stylized flourish at the end.

MICHAEL ROPER
Secretary for Standardisation

MR/jes

NATIONAL STANDARDS RELATING TO ARCHIVES ADMINISTRATION AND RECORDS MANAGEMENT

The order of topics in this questionnaire is that of J B Rhoads, The Applicability of UNISIST Guidelines and ISO International Standards to Archives Administration and Records Management: a RAMP Study, to which reference may be made in elucidating the questions.

Please return this questionnaire, together with the relevant standards, etc, to:

M Roper
Public Record Office
Ruskin Avenue
Kew, Richmond
Surrey TW9 4DU
England

by 1 March 1985.

Name of Respondent:

Institution:

Address:

ARE THERE NATIONAL STANDARDS ON THE FOLLOWING TOPICS:

1. National Standards on Matters of Concern both to Records Management and to Archives Administration

1.1. Policy, Planning and Evaluation

- | | | | |
|----|---|---|---|
| a) | definition of records management and archival duties, responsibilities and programmes? | Y | N |
| b) | organisational structure and role of the national archival system within the public administration? | Y | N |
| c) | internal structures of archival institutions? | Y | N |

d)	planning and evaluation of archival and records management systems, services and programmes?	Y	N
e)	computation of capital investment and operating budgets?	Y	N
f)	staffing ratios?	Y	N
g)	type, form and content of periodical reports, both internal and external?	Y	N

1.2. Staffing and Education, Training and Development of Personnel

a)	position descriptions for archivists and records managers?	Y	N
b)	curricula for training (including post-entry training) of archivists and records managers?	Y	N
c)	training of non-archivists, including specialists employed in archives, technical staff, para-professionals and clerical staff?	Y	N

1.3. Reprography

a)	specifications, inherent characteristics and testing procedures for basic micrographic materials?	Y	N
b)	reprographic operations?	Y	N
c)	the equipment of reprographic workshops?	Y	N
d)	measures to ensure legal validity and acceptability of microforms?	Y	N
f)	selection of office copying machines?	Y	N

1.4. Publications

- | | | | |
|----|---------------------------------------|---|---|
| a) | construction and ordering of indexes? | Y | N |
| b) | citation of documentary material? | Y | N |
| e) | publication policies and priorities? | Y | N |

1.5. Standards Development and Evaluation

- | | | | |
|----|--|---|---|
| a) | development, revision and updating of archival and records management standards? | Y | N |
|----|--|---|---|

1.6. Terminology

- | | | | |
|----|--|---|---|
| a) | development, revision and updating of archival and records management terminology? | Y | N |
|----|--|---|---|

2. Standards on Records Management

(Note: Some of the topics covered in this section may not be the responsibility of the central archives directorate/national archives in your country. If this is so, please indicate in answering the question, but try to ascertain whether standards exist and answer accordingly.)

2.1. Records Creation

- | | | | |
|----|---|---|---|
| a) | quality of materials used in creating records? | Y | N |
| b) | preparation of various record types (e.g. correspondence, reports, directives, forms, technical manuals)? | Y | N |
| c) | application of automated techniques to records creation? | Y | N |
| d) | application of reprographic techniques to records creation? | Y | N |

2.2. Records Maintenance and Use

- | | | | |
|----|---|---|---|
| a) | the development, equipment and management of filing systems (including information storage and retrieval systems, both manual and automated)? | Y | N |
| b) | mail and telecommunications management? | Y | N |
| c) | management of office copying machines? | Y | N |
| d) | storage conditions outside archives and records centres? | Y | N |
| e) | design, organisation, equipment and operation of records centres? | Y | N |

2.3. Records Disposition

- | | | | |
|----|---|---|---|
| a) | conduct of records surveys? | Y | N |
| b) | development and control of records disposition systems? | Y | N |
| c) | preparation of retention and disposition schedules for various categories of records (including guidance on sampling techniques)? | Y | N |
| d) | methods of destruction of records not selected for preservation? | Y | N |

3. Standards on Archives Administration

3.1. Appraisal and Accessioning of Archives

- | | | | |
|----|---|---|---|
| a) | appraisal criteria? | Y | N |
| b) | physical and technical processes involved in the transfer of records from the agency of origin, or the records centre, to the archives? | Y | N |

c)	transfer of ownership of, and legal responsibility for, records physically transferred to the archives?	Y	N
d)	declassification procedures?	Y	N
e)	scheduling, registration and reporting of transfers to the archives?	Y	N
f)	transfer of agency created finding aids to the archives?	Y	N
g)	restrictions on access to official records?	Y	N
h)	restrictions on access to records acquired by bequest, donation, purchase or deposit?	Y	N

3.2. Security and Preservation of Archives

a)	siting, conception, construction and equipment of archival buildings in respect of efficient operations, security, fire safety and environmental conditions	Y	N
b)	fumigation and disinfestation of archival materials?	Y	N
c)	equipment of conservation and restoration workshops?	Y	N
d)	conservation methods for the several types of textual and non-textual records?	Y	N
e)	planning for emergency action in the event of large scale records damaged due to fire, flood, earthquake or other natural or man-made disaster?	Y	N

f)	vital records programmes?	Y	N
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3.3. Arrangement and Description of Archives

a)	arrangement, classification, identification and numeration of archival materials?	Y	N
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b)	preparation of archival finding aids, (including use of automated techniques)?	Y	N
----	--	---	---

c)	inter-archival finding aids?	Y	N
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3.4. Archival Reference Service

a)	research services and facilities?	Y	N
----	-----------------------------------	---	---

b)	loan of archival materials?	Y	N
----	-----------------------------	---	---

c)	fees and charges?	Y	N
----	-------------------	---	---

d)	Copyright in public records?	Y	N
----	------------------------------	---	---

3.5. Educational and Cultural Programmes

a)	use of archival materials by school children?	Y	N
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b)	exhibition of archival materials?	Y	N
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c)	selection of items for facsimile reproduction?	Y	N
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PLEASE ADD PARTICULARS OF ANY NATIONAL STANDARDS RELEVANT TO ARCHIVES ADMINISTRATION OR RECORDS MANAGEMENT WHICH ARE NOT COVERED BY THE ABOVE QUESTIONS

APPENDIX II: RESPONDENTS TO THE QUESTIONNAIRE

* Indicates a respondent who made a nil return

Angola

Centro Nacional de Documentacao e Investigacao Historica da Secretaria de Estado da Cultura

Australia

Australian Archives

Austria

Osterreichisches Staatsarchiv

Barbados

Department of Archives

Belgium

Archives Generales du Royaume

Botswana

Botswana National Archives

Brazil

Arquivo Nacional do Brasil

Canada

Public Archives of Canada
Archives Nationales du Quebec

Chad

* Depot National d'Archives

China, People Republic of
State Archives Bureau

Costa Rica

Archivo Nacional de Costa Rica

Cyprus

Public Record Office

Czechoslovakia

Administration of Archives of the Czech Socialist Republic

Denmark

Rigsarkivet

Finland

The National Archives of Finland

France

Archives de France

German Democratic Republic

Staatliche Archivverwaltung der DDR

Germany, Federal Republic of

Bundesarchiv

Ireland, Republic of

* Public Record Office of Ireland

Israel

Israel State Archives

* The Israel Archives Association

Italy

Ufficio Centrale per i Beni Archivistici

Jamaica

Jamaica Archives and Records Department

Japan

The National Archives of Japan

Lebanon

Centre des Archives Nationales

Malawi

National Archives of Malawi

Mauritius

* Archives Department

Netherlands

Algemeen Rijksarchief

Netherlands Antilles

Central Historical Archives, Curacao

Pakistan

* The Department of Archives

Papua New Guinea

National Archives of Papua New Guinea

Philippines

Records Management and Archives Office

Poland

Naczelna Dyrekcja Archiwów Państwowych

Portugal

Arquivo Distrital do Porto for Departamento de Bibliotecas, Arquivos e Serviços de Documentação

Qatar

* Archives and Studies Section

Senegal

Direction des Archives du Senegal

Sierra Leone

Sierra Leone Public Archives Office

Singapore

Archives and Oral History Department

Spain

Direccion de Archivos Estatales

Sri Lanka

Department of the National Archives

Sudan

National Records Office

Swaziland

Swaziland National Archives

Sweden

Riksarkivet

Union of Soviet Socialist Republics

La Direction Generale des Archives d'Etat de l'URSS

United Kingdom

Public Record Office

United State of America

National Archives and Records Administration

Vatican

* Archivio Segreto Vaticano

Zambia

The National Archives of Zambia

Zimbabwe

The National Archives of Zimbabwe